

Dahle 00.08.10550

Dahle 00.08.10550 Electric Letter Folder User Manual

Model: 00.08.10550 | Brand: Dahle

[Introduction](#) [Safety Instructions](#) [Setup](#) [Operation](#) [Maintenance](#) [Troubleshooting](#) [Specifications](#)

1. INTRODUCTION

This manual provides essential information for the safe and efficient operation of your Dahle 00.08.10550 Electric Letter Folder. Please read these instructions carefully before initial use and keep them for future reference. This machine is designed to fold paper documents quickly and accurately, enhancing office productivity.



Figure 1: The Dahle 00.08.10550 Electric Letter Folder. This image shows the complete letter folder unit, including the paper input tray, the folding mechanism, and the output collection basket.

2. SAFETY INSTRUCTIONS

Always observe the following safety precautions to prevent injury and damage to the machine:

- Ensure the power supply matches the specifications on the rating label.
- Do not operate the machine with wet hands.
- Keep hands, hair, and loose clothing away from moving parts.
- Unplug the machine before cleaning or maintenance.
- Do not attempt to fold materials other than paper.
- Supervise children and ensure they do not play with the machine.
- Position the machine on a stable, level surface.



Figure 2: CE Mark. This symbol indicates that the product complies with European health, safety, and environmental protection standards.

3. SETUP

1. **Unpacking:** Carefully remove the letter folder from its packaging. Retain packaging for future transport or storage.
2. **Placement:** Place the machine on a sturdy, flat surface near a power outlet. Ensure adequate space around the machine for paper feeding and collection.
3. **Assemble Output Tray:** Attach the wire collection basket to the designated slots at the front of the machine. Ensure it is securely fastened to catch folded documents.
4. **Power Connection:** Plug the power cord into the machine and then into a grounded electrical outlet.
5. **Adjust Paper Guides:** Adjust the paper guides on the input tray to match the width of the paper you intend to fold.

4. OPERATION

4.1. Preparing Documents

- Ensure all staples, paper clips, and other foreign objects are removed from documents.
- Fan the paper stack to prevent sheets from sticking together.
- The machine is designed for standard office paper. Avoid using excessively thick or thin paper, or paper with a glossy finish, as this may affect performance.

4.2. Loading Paper

1. Place the stack of paper into the input tray, ensuring it is aligned squarely against the paper guides.
2. Adjust the paper guides to gently hold the paper stack in place without being too tight.

4.3. Selecting Fold Type and Starting

The Dahle 00.08.10550 typically offers various fold types (e.g., letter fold, Z-fold). Refer to the markings on the machine's folding plates for adjustment. For this model, it is primarily a letter folder.

1. Adjust the folding plates according to the desired fold type. The machine is preset for a standard

letter fold.

2. Turn on the machine using the power switch.
3. The machine will automatically feed and fold the paper.
4. Once folding is complete, turn off the machine.

5. MAINTENANCE

5.1. Cleaning

- **Always unplug the machine before cleaning.**
- Use a soft, dry cloth to wipe the exterior surfaces.
- Periodically remove paper dust and debris from the folding mechanism and paper path using a soft brush or compressed air.
- Do not use abrasive cleaners or solvents.

5.2. Storage

When not in use for extended periods, store the letter folder in a clean, dry environment, preferably in its original packaging.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
Machine does not power on.	No power supply; power cord loose.	Check power cord connection; ensure outlet is functional.
Paper jam.	Incorrect paper loading; foreign object; worn rollers.	Turn off and unplug. Carefully remove jammed paper. Check for foreign objects.
Paper not folding correctly.	Incorrect fold plate adjustment; paper quality issues.	Verify fold plate settings. Use recommended paper type.
Machine is noisy.	Accumulated dust/debris; worn parts.	Clean the machine thoroughly. If noise persists, contact customer support.

7. SPECIFICATIONS

Model: Dahle 00.08.10550

Type: Electric Letter Folder

Brand: Dahle

Color: Grey

Dimensions (L x W x H): 46 x 34.5 x 55.5 cm

Weight: 100 g (*Note: This weight seems unusually low for a machine of this size, typically indicating a potential data entry error in the source. Users should verify actual product weight.*)

Material Type: Paper (refers to material processed)

Folding Capacity: Approximately 4000 sheets per hour

Manufacturer Part Number: 10550-21144

ASIN: B000VZ8UXI

8. WARRANTY AND SUPPORT

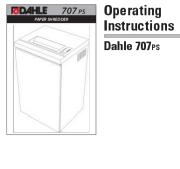
For warranty information, technical support, or service inquiries, please contact your local Dahle distributor or visit the official Dahle website. Keep your purchase receipt as proof of purchase for warranty claims.

Manufacturer: Dahle

Website: www.dahle.com (Example link, actual link may vary by region)

© 2023 Dahle. All rights reserved. Information in this manual is subject to change without notice.

Related Documents - 00.08.10550

	<p>Dahle 580 & 585 Premium Guillotine Paper Trimmer User Manual</p> <p>Comprehensive user manual for Dahle 580 and 585 premium guillotine paper trimmers, covering assembly, operation, safety, and technical specifications. Includes detailed step-by-step instructions and diagrams translated into descriptive text.</p>
	<p>Dahle 707 PS Paper Shredder Operating Instructions and Specifications</p> <p>Comprehensive operating instructions, safety precautions, specifications, maintenance, and troubleshooting guide for the Dahle 707 PS paper shredder.</p>
	<p>DAHLE Document Shredder 204P, 404P, 504P User Manual and Safety Guide</p> <p>Comprehensive user manual for DAHLE document shredders (Models 204P, 404P, 504P, Types 52204, 52214, 52222). Includes intended use, safety instructions, operation, maintenance, troubleshooting, and technical specifications.</p>
	<p>Dahle 842, 846, 848 Paper Cutter Instruction Manual</p> <p>Official instruction manual for Dahle 842, 846, and 848 series professional stack paper cutters. Provides detailed guidance on safe operation, assembly, maintenance, and technical specifications. Includes multilingual support.</p>



User Guide

533 | 534

[Dahle 533 | 534 Paper Trimmer User Guide](#)

Comprehensive user guide for Dahle 533 and 534 paper trimmers, detailing specifications, safety precautions, and operating instructions.



Dahle 52214



[Dahle 52214 Document Shredder User Manual and Safety Instructions](#)

Comprehensive guide for the Dahle 52214 document shredder, covering intended use, safety instructions, operation, maintenance, and troubleshooting. Learn how to safely and effectively shred documents, CDs, DVDs, and credit cards.